DOCUMENT RESUME

ED 027 832 HE 000 504

By-McMichael, Betty
Summary of Annual Faculty Reports 1967-68.
Colorado Univ., Boulder. Office of Institutional Research.
Pub Date Aug 68
Note-41p.
EDRS Price MF-$0.25 HC-$2.15
Descriptors-*Activities, *Faculty, *Higher Education
Identifiers-*University of Colorado

The Office of Institutional Research at the University of Colorado sent annual faculty report forms combining the service report and the report on scholarly, professional and university activities to all full time faculty members in November 1967. A total of 907 replies was received. The report measured: hours per week of professional activity; hours per week of professional activity by rank; distribution of time spent for all professional activities; mean estimated percentages of time spent (mepts) for instructional activities; mepts for graduate thesis supervision; mepts for student advising mepts for instructional activity by rank; mepts for research, scholarly writing and creative work; mepts for research scholarly writing and creative work by rank; mepts for professional service other than instructional activity, research, scholarly writing and creative work; mepts for professional service other than instructional activity, research, scholarly writing and creative work by rank; comparison of mean hours per week spent in professional activity in 1961 and 1967; comparison of mean hours per week spent in professional activity by teaching faculty of the Boulder Campus by rank in 1961 and 1967; comparison of distribution of faculty time in 1961 and 1967; comparison of distribution of time by teaching faculty of the Boulder Campus by rank in 1961 and 1967; comparison of mepts for instructional activities, for research, scholarly writing and creative work, and for professional service other than direct instructional activity, research, scholarly writing and creative work in 1961 and 1967. (JS)

ED027852

Summary of Annual Faculty Reports

1967-68

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

Betty McMichael
Office of Institutional Research
University of Colorado
August 1968

HE 003 524

TABLE OF CONTENTS

	Page
List of Tables	i
List of Figures	ii
Section I. General Information Concerning the Study	1
Section II. Hours per Week Spent in Professional Study	4
Section III. Percentage of Faculty Time Spent in Various Professional Activities	9
Section IV. Comparisons with 1961 Faculty Service Reports	26
Appendix	36

LIST OF TABLES

Table		Page
I.	Estimated Hours per Week of Professional Activity	7
II.	Mean Estimated Hours per Week of Professional Activity, by Rank	8
III.	Estimated Distribution of Time Spent for all Professional Activities	11
IV.	Mean Estimated Percentages of Time Spent for Instructional Activities	16
V.	Mean Estimated Percentages of Time Spent for Graduate Thesis Supervision	17
VI.	Mean Estimated Percentages of Time Spent for Student Advising	18
VII.	Mean Estimated Percentages of Time Spent for Instructional Activity, by Rank	20
VIII.	Mean Estimated Percentages of Time Spent for Research, Scholarly Writing and Creative Work	21
IX.	Mean Estimated Percentages of Time Spent for Research, Scholarly Writing and Creative Work, by Rank	22
X.	Mean Estimated Percentages of Time Spent for Professional Service other than Instructional Activity, Research, Scholarly Writing and Creative Work	23
XI.	Mean Estimated Percentages of Time Spent for Professional Service other than Instructional Activity, Research, Scholarly Writing and Creative Work, by Rank	25
XII.	Comparison of Mean Hours per Week Spent in Professional Activity in 1961 and 1967	28
XIII.	Comparison of Mean Hours per Week Spent in Professional Activity by Teaching Faculty of the Boulder Campus, by Rank, in 1961 and 1967	29
XIV.	Comparison of Distribution of Faculty Time in 1961 and 1967	30

Table — Page

XV. Comparison of Distribution of Time by Teaching Faculty of the Boulder Campus, by Rank, in 1961 and 1967 31

XVI. Comparison of Mean Percentages of Time Spent for Instructional Activities in 1961 and 1967 32

XVII. Comparison of Mean Percentages of Time Spent for Research, Scholarly Writing and Creative Work in 1961 and 1967 33

XVIII. Comparison of Mean Percentages of Time Spent for Professional Service Other Than Direct Instructional Activity, Research, Scholarly Writing and Creative Work in 1961 and 1967 34

LIST OF FIGURES

Figure — Page

1. Proportion of Faculty at Each Academic Rank 3

2. Ranges of Estimated Hours per Week of Professional Activity, by School and College 5

3. Ranges of Estimated Hours per Week of Professional Activity, by Faculty Rank 6

4. Distribution of Faculty Time by the Combined Teaching Faculty of the Boulder Campus 10

5. Percentages of Time Spent in (a) Instructional Activity; (b) Research, Scholarly Writing and Creative Work; and (c) Other Professional Service, by School and College 12

6. Percentages of Time Spent in (a) Instructional Activity; (b) Research, Scholarly Writing and Creative Work; and (c) Other Professional Service, by Campus 13

7. Percentages of Time Spent in (a) Instructional Activity; (b) Research, Scholarly Writing and Creative Work; and (c) Other Professional Service, by Faculty Rank 15

SECTION I. GENERAL INFORMATION CONCERNING THE STUDY

Annual faculty report forms, combining the earlier annual faculty service report and the report on scholarly, professional and university activities, were sent to all full-time faculty members in November of 1967. A copy of page 1 of the faculty report form is located in the appendix. This study is based on information found in section IV of page 1 of this report, along with reported estimates of average hours per week of professional activity during the year.

A total of 907 faculty reports were received by the Office of Institutional Research. Of this number, 808 are from the Boulder campus, 71 from Denver Center and 28 from Colorado Springs Center. A few more were received too late for inclusion in the study.

Boulder campus faculty are classified according to their principal activities. The main group of 586 faculty members are called "teaching faculty" in this study. It is recognized that much teaching is also done by faculty not included in this classification. The "teaching faculty" are further classified according to school or college and faculty rank.

The following groups are excluded from the Boulder campus "teaching faculty" classification, but their responses are summarized separately in this report:

Department chairmen

Deans and directors of special programs

Faculty who spend 50% or more of their time in sponsored research supported wholly or largely from non-University funds

Faculty who spend 50% or more of their time in non-sponsored research or in sponsored and non-sponsored research activities combined (not including those listed above)

Faculty who spend 50% or more of their time in "other professional service"

Lecturers

Professors adjoint

Visiting faculty

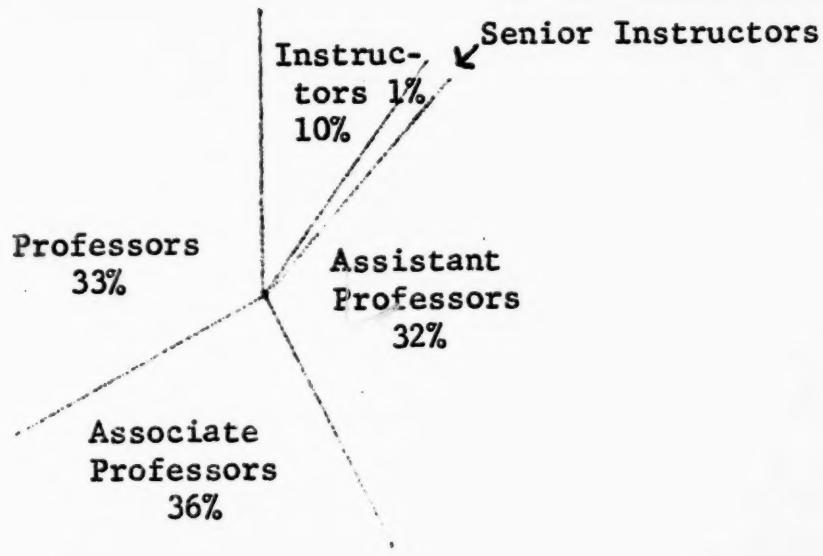
Research associates

Joint Institute for Laboratory Astrophysics faculty

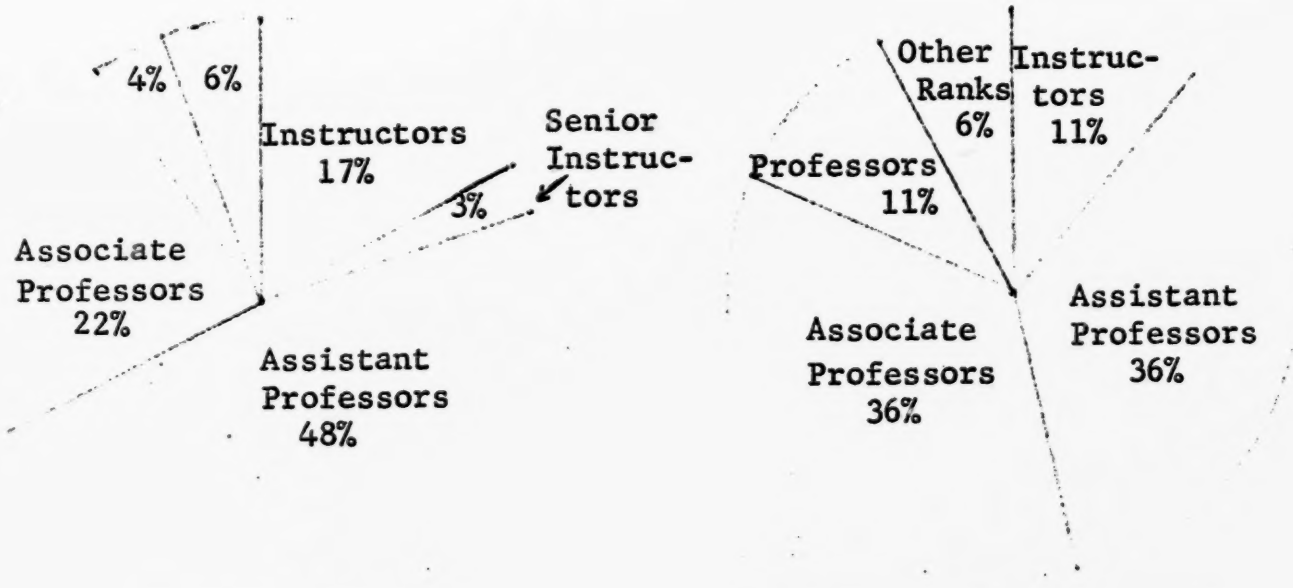
Bureau of Audiovisual Instruction faculty

Figures for the Denver Center and the Colorado Springs Center include all reporting full-time faculty.

Figure 1 shows the proportion of Boulder Campus teaching faculty and all reporting faculty from the Denver Center and the Colorado Springs Center found at each rank.



Boulder Campus



Denver Center

Colorado Springs Center

Figure 1. Percentage of Faculty at Each Academic Rank

SECTION II. HOURS PER WEEK SPENT IN PROFESSIONAL ACTIVITY

Faculty members were asked to estimate the average hours per week that they spent in professional activity of the type included in the three categories summarized in Section III: instructional activity; research, scholarly writing and creative work; and other professional service.

Figure 2 shows a variation in reports of individual faculty members from 34 to 85 hours per week. Ranges and median hours per week are compared by school and college in figure 2 and by faculty rank in figure 3.

Table I lists the mean, median and range of hours per week of professional activity reported by the teaching faculty of each school and college and by other classifications of faculty. An over-all mean of 56.2 hours per week is reported. Mean hours per week reported by the various schools and colleges vary from 51.7 to 65.0. Table II gives similar information according to faculty rank classifications. The mean hours per week reported by the various ranks of the combined teaching faculty vary from 54.6 to 56.8. More variation shows up among the ranks of the separate schools and colleges.

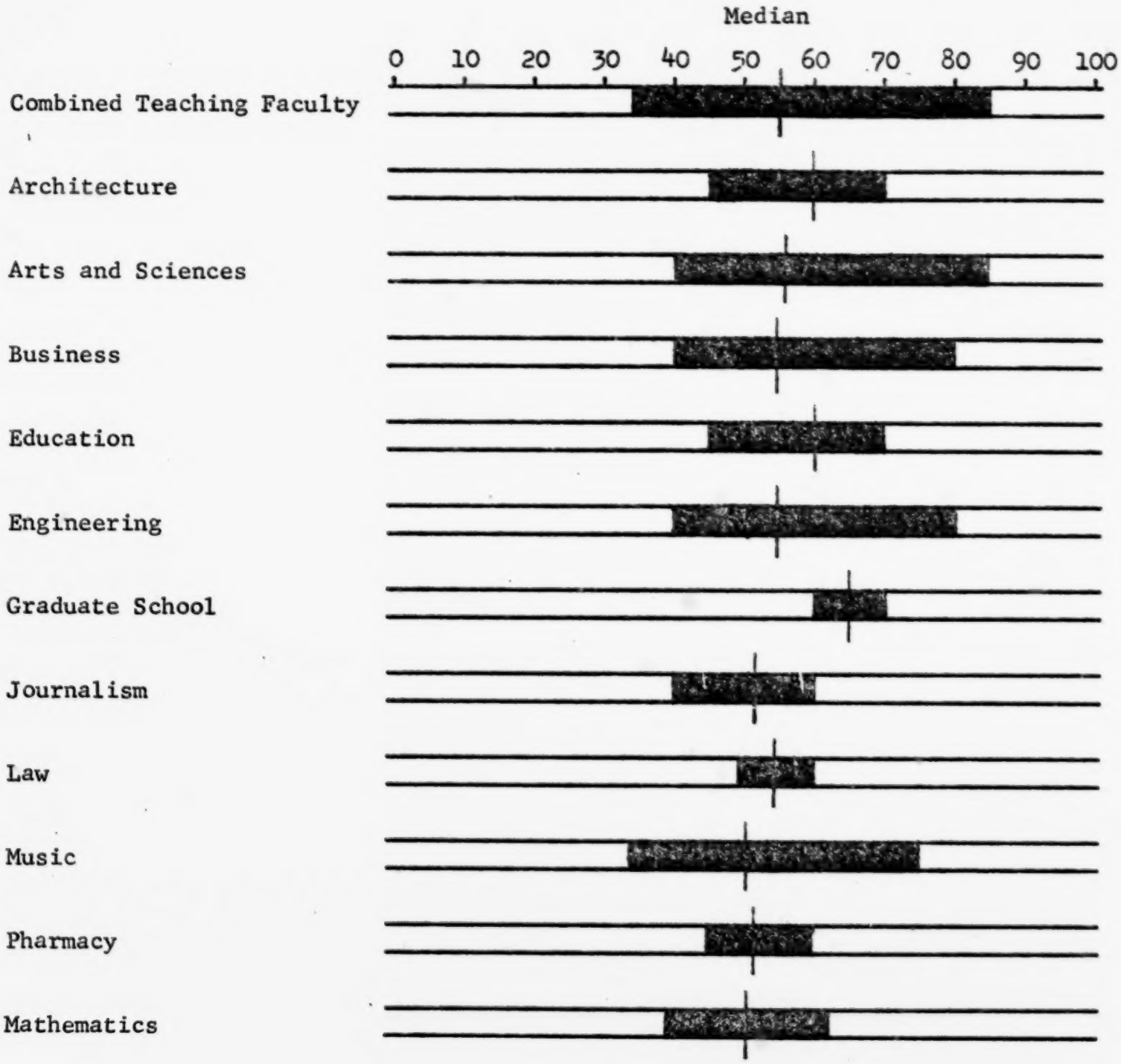


Figure 2. Ranges of Estimated Hours per Week of Professional Activity, by School and College

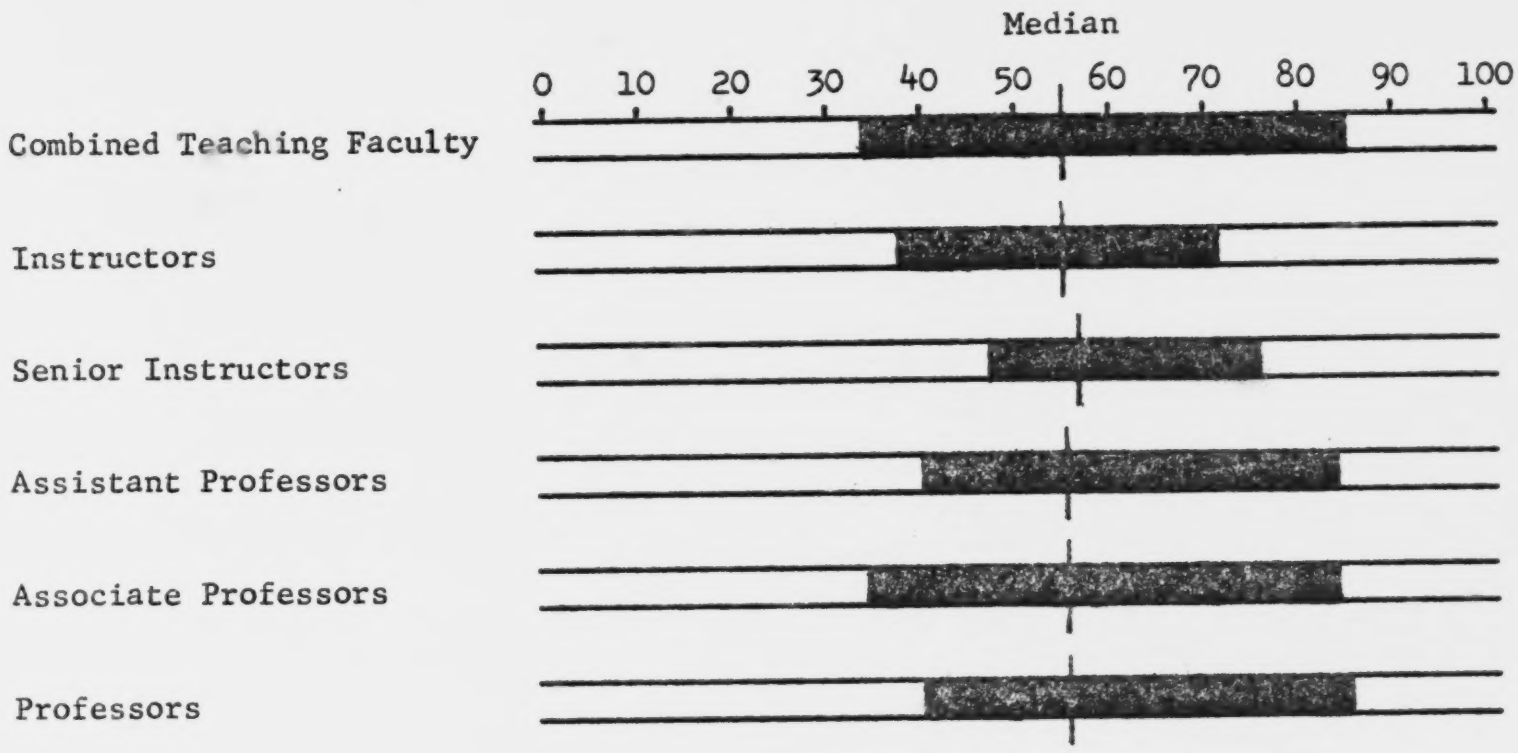


Figure 3. Ranges of Estimated Hours per Week of Professional Activity, by Faculty Rank

TABLE I

ESTIMATED HOURS PER WEEK OF PROFESSIONAL ACTIVITY

Faculty Group	Hours per Week of Professional Activity			
	Number	Mean	Median	Range
Boulder Campus	(772)	(55.9)	(55.0)	(34.0 - 85.0)
Teaching Faculty	(576)	(56.2)	(55.0)	(34.0 - 85.0)
Architecture	10	56.5	60.0	45.0 - 70.0
Arts and Sciences	324	57.2	56.0	40.0 - 85.0
Business	36	55.2	54.5	40.0 - 80.0
Education	25	58.4	60.0	45.0 - 70.0
Engineering	90	55.6	54.5	40.0 - 80.0
Graduate School	2	65.0	65.0	60.0 - 70.0
Journalism	7	51.7	52.0	40.0 - 60.0
Law	12	55.2	55.0	50.0 - 60.0
Music	25	54.3	50.0	34.0 - 75.0
Pharmacy	7	52.3	52.0	45.0 - 60.0
Mathematics	38	50.6	50.0	40.0 - 63.0
Other Faculty	(196)	(55.0)	(55.0)	(35.0 - 84.0)
Department Chairmen	32	57.7	60.0	40.0 - 75.0
Deans and Directors	38	57.7	60.0	40.0 - 75.0
Faculty with 50% or more time in sponsored research	18	60.0	60.0	46.0 - 84.0
Faculty with 50% or more time in "other" or total research	23	55.3	55.0	43.0 - 70.0
Faculty with 50% or more time in "other professional service"	16	57.2	55.0	46.0 - 80.0
Lecturers	15	53.0	50.0	37.0 - 74.0
Professors adjoint	1	45.0	45.0	45.0 - 45.0
Visiting faculty	11	45.5	41.0	35.0 - 60.0
Research associates	30	47.6	50.0	35.0 - 62.0
JILA faculty	7	61.4	60.0	50.0 - 80.0
BAVI faculty	5	53.6	50.0	50.0 - 60.0
Denver Center	70	54.1	54.0	35.0 - 79.0
Colorado Springs Center	27	58.6	57.0	42.0 - 77.0

TABLE II

MEAN ESTIMATED HOURS PER WEEK OF PROFESSIONAL ACTIVITY, BY RANK

Faculty Group	Number	Instr.	Sr. Instr.	Asst. Prof.	Assoc. Prof.	Prof.	Other	Combined Ranks
Boulder Campus	(772)	(54.8)	(57.9)	(56.8)	(55.4)	(56.7)	(49.4)	(55.9)
Teaching Faculty	(576)	(54.6)	(58.3)	(56.8)	(55.0)	(56.8)		(56.2)
Architecture	10	70.0		60.0	53.0	55.0		56.5
Arts and Sciences	324	55.2	65.0	58.2	55.8	57.8		57.2
Business	36			56.9	56.6	52.1		55.2
Education	25			59.1	56.1	60.4		58.4
Engineering	90	51.0	59.7	56.4	54.5	56.9		55.6
Graduate School	2					65.0		65.0
Journalism	7			56.7	51.0	45.0		51.7
Law	12			54.8	55.0	55.5		55.2
Music	25	53.6		58.3	51.4	55.2		54.3
Pharmacy	7			52.0	55.0	51.0		52.3
Math	38	60.0	52.0	49.4	51.6	51.3		50.6
Other Faculty	(196)	(56.3)	(55.0)	(56.9)	(57.3)	(56.5)	(49.4)	(55.0)
Department Chairmen	32			58.0	63.7	56.7		57.7
Deans and Directors	38	47.0		50.0	60.1	58.0		57.7
Faculty with 50% or more time in sponsored research	18			65.3	58.0	56.9		60.0
Faculty with 50% or more time in "other" or total research	23	62.3		54.7	52.5	54.6		55.3
Faculty with 50% or more time in "other professional service"	16		55.0	70.0	50.3	58.1		57.2
Lecturers	15						53.0	53.0
Professors adjoint	1						45.0	45.0
Visiting faculty	11			47.5	40.0	45.2		45.5
Research associates	30						47.6	47.6
JILA faculty	7			63.0	59.0	65.0	56.0	61.4
BAVI faculty	5	53.3			50.0	58.0		53.6
Denver Center	70	51.8	67.5	54.7	53.1	53.7	53.7	54.1
Colorado Springs Center	27	50.7		59.2	59.4	57.0	65.5	58.6

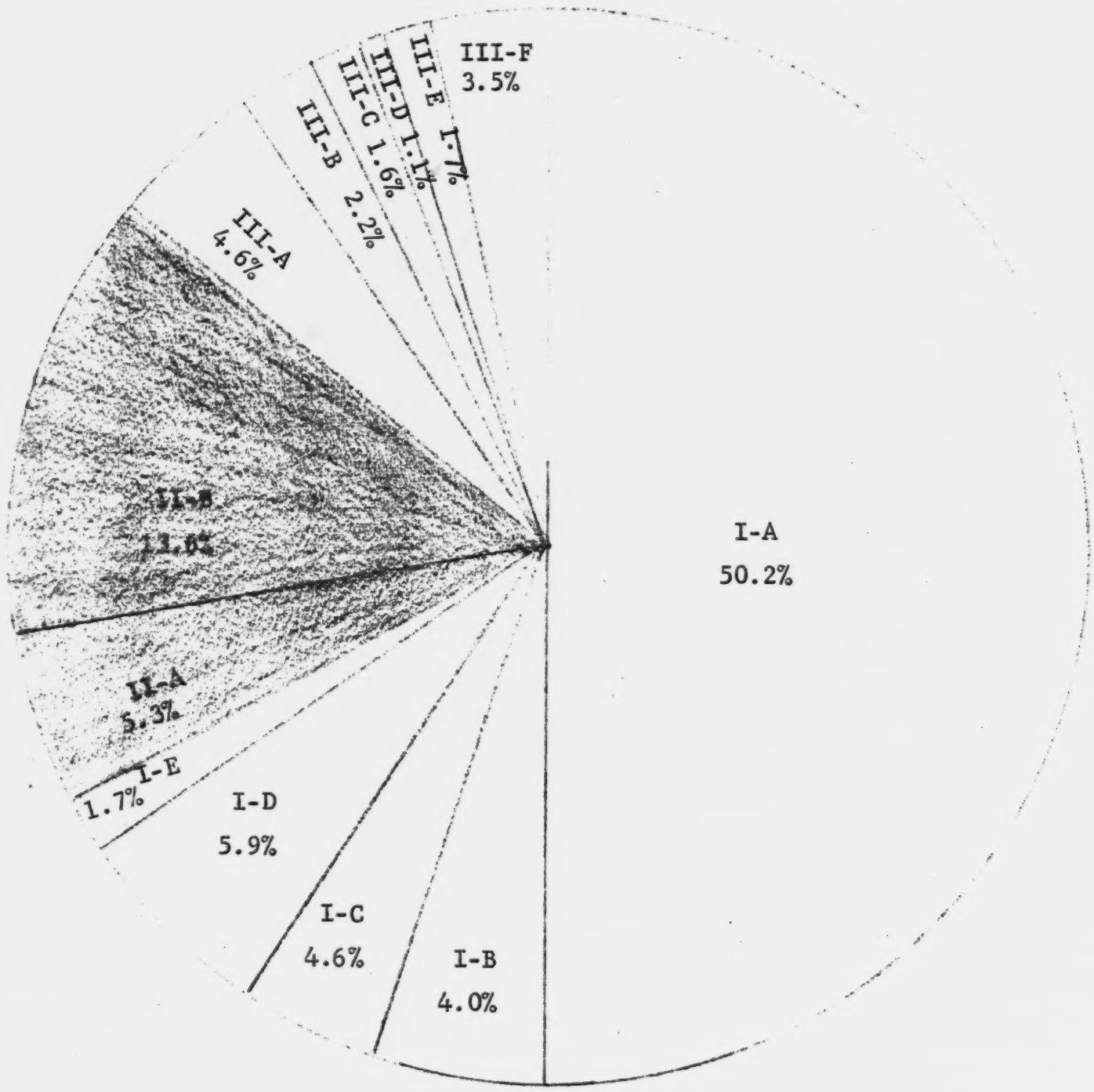
SECTION III. PERCENTAGES OF FACULTY TIME SPENT IN VARIOUS PROFESSIONAL ACTIVITIES

The annual faculty report asks the full-time faculty to apportion 100% of their time into three main categories which have further subdivisions.

Figure 4 shows the distribution of percentages of time of the Boulder campus teaching faculty among these various categories. Table III indicates the breakdown for each school and college of this group of faculty, as well as other faculty groups and campuses. The teaching faculty reports an average of 66.5% of their professional time spent on instructional activity, 18.9% for research, scholarly writing and creative work and 14.7% for other professional service.

Variations by school and college can be noted from Table III and also from Figure 5. The Schools of Pharmacy and Journalism report the largest mean percentages of time spent on instructional activity, while the Graduate School and the School of Law report the least. Teaching faculty of the Graduate School, the University Department of Mathematics and the School of Law report the highest mean percentages of time spent for research, scholarly writing and creative work, and the Schools of Journalism and Architecture report the least. The Graduate School, School of Architecture and School of Business report the most time spent in other professional service. The Schools of Journalism and Pharmacy report the smallest mean percentages of time in other professional service.

Table III and figure 6 show that the faculty of the Denver Center tend to spend more of their time on instruction, less on research and about the same on other service as those of the Boulder campus, while faculty at Colorado Springs spend less on research but more on other



I. Instructional Activity for the Year
   - A. Direct Instructional Activity
   - B. Curriculum and Research Planning
   - C. Graduate Thesis Supervision
   - D. Student Advising
   - E. Supervision of Teaching Associates and Teaching Assistants

II. Research, Scholarly Writing and Creative Work
   - A. Sponsored Research Projects
   - B. Other Research, Scholarly Writing and Creative Work

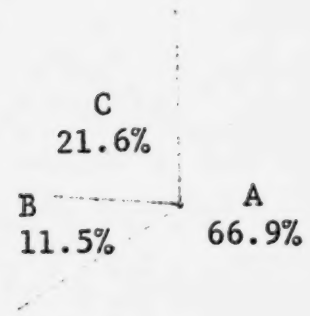
III. Other Professional Service
   - A. Department, College and University Committees and Councils
   - B. Department and College Administration
   - C. Professional Organizations
   - D. Public Service in Professional Capacity
   - E. Outside Consultation for Additional Remuneration
   - F. Other

Figure 4. Distribution of Time by the Combined Teaching Faculty of the Boulder Campus

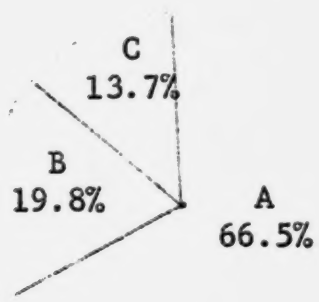
TABLE III

ESTIMATED DISTRIBUTION OF TIME SPENT FOR
ALL PROFESSIONAL ACTIVITIES

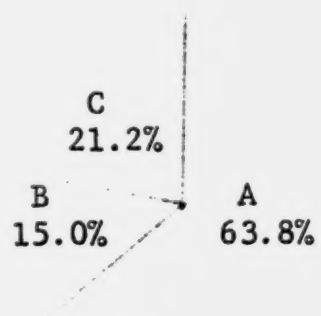
Faculty Group	Number	Mean Percentage of Time Spent on Instructional Activity	Research, Scholarly Writing & Creative Work	Other Professional Service
Boulder Campus	(808)	(57.2)	(24.8)	(18.1)
Teaching Faculty	(586)	(66.5)	(18.9)	(14.7)
Architecture	10	66.9	11.5	21.6
Arts and Sciences	331	66.5	19.8	13.7
Business	36	63.8	15.0	21.2
Education	25	67.2	12.3	20.5
Engineering	91	67.8	18.8	13.4
Graduate School	2	47.0	29.0	24.0
Journalism	7	83.9	8.4	7.7
Law	12	60.9	21.5	17.6
Music	27	68.3	13.1	18.6
Pharmacy	7	77.4	14.0	8.6
Math	38	61.5	25.8	12.8
Other Faculty	(222)	(32.5)	(40.4)	(27.1)
Department Chairmen	34	38.6	13.8	47.6
Deans and Directors	41	32.1	14.0	53.9
Faculty with 50% or more time in sponsored research	23	27.2	66.0	6.8
Faculty with 50% or more time in "other" or total research	23	37.2	55.6	7.2
Faculty with 50% or more time in "other professional service"	16	32.2	8.1	59.7
Lecturers	17	48.5	43.6	7.9
Professors adjoint	7	15.3	57.9	26.9
Visiting faculty	12	62.2	30.8	6.9
Research associates	36	7.9	87.6	4.5
JILA faculty	8	42.6	40.2	17.1
BAVI faculty	5	59.0	1.2	39.8
Denver Center	71	69.4	16.0	14.6
Colorado Springs Center	28	65.7	13.0	21.2



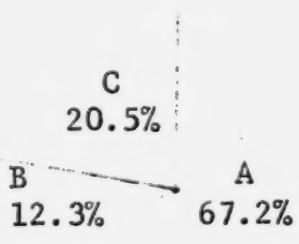
Architecture



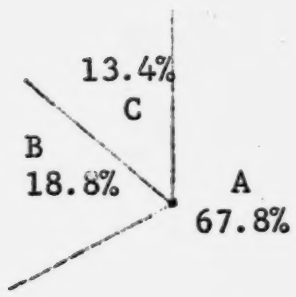
Arts & Sciences



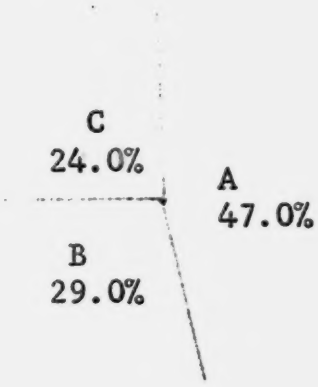
Business



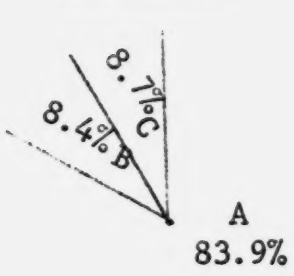
Education



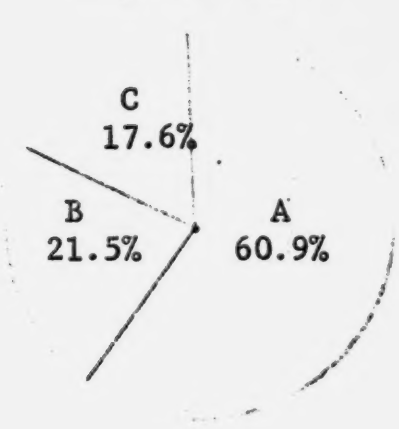
Engineering



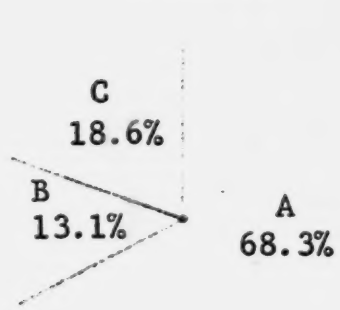
Graduate



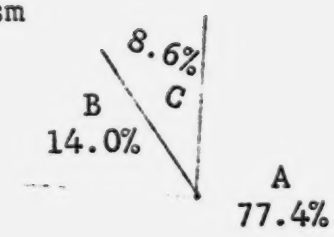
Journalism



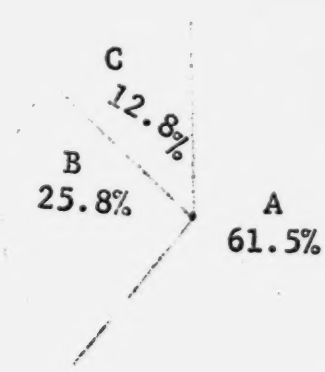
Law



Music

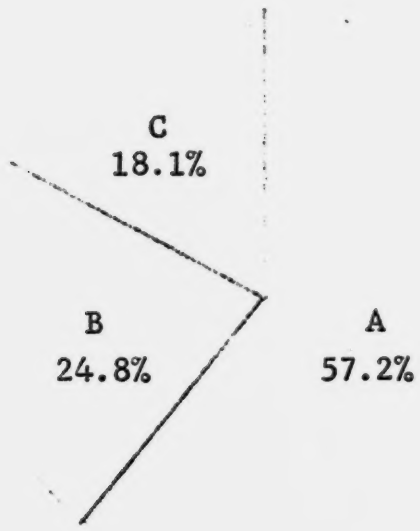


Pharmacy

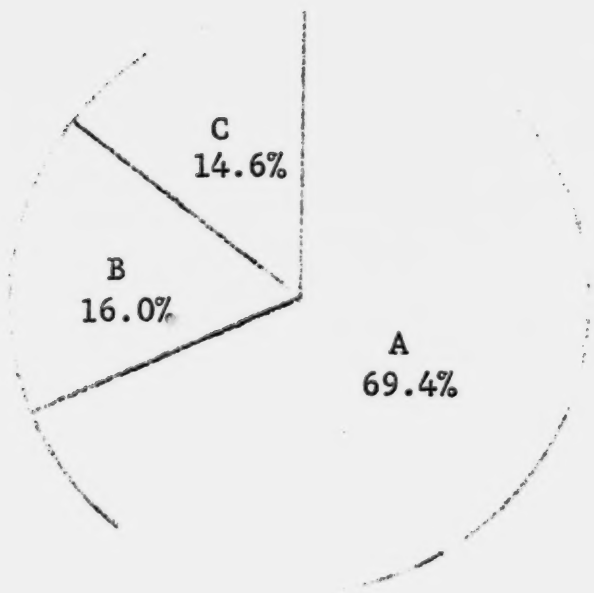


Math

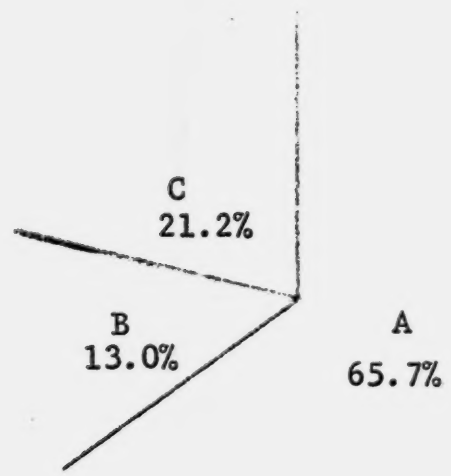
Figure 5. Percentages of Time Spent in (A) Instructional Activity; (B) Research, Scholarly Writing and Creative Work; and (C) Other Professional Service, by School and College



Boulder



Denver



Colorado Springs

Figure 6. Percentages of Time Spent in (A) Instructional Activity; (B) Research, Scholarly Writing and Creative Work; and (C) Other Professional Service, by Campus.

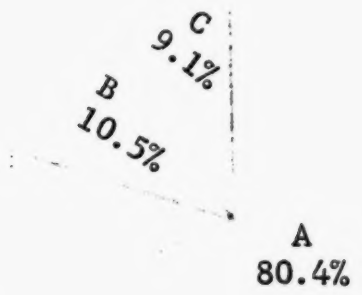
professional service. The fact that some of the faculty groups excluded from the teaching faculty classification in Boulder are included at the Centers skews the results at the Centers toward more research and administrative activities at the Centers than would be the case if such exclusions were made there.

Figure 7 shows the variation of the distribution of time according to faculty rank. The higher rank faculty spend a larger percentage of their time on research and administrative work and a smaller percentage on instructional activities than faculty of lower ranks.

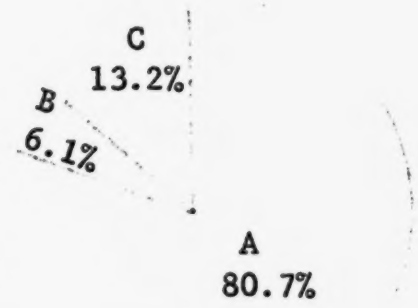
The faculty classed as teaching faculty tend to spend about two-thirds of their time in instructional activity. This includes 50.2% in direct instructional activity related to classroom teaching, 4.0% in curriculum and research planning, 4.6% in graduate thesis supervision, 5.9% in student advising and 1.7% in supervision of teaching associates and teaching assistants. Table IV shows that most of the total time assigned to instructional activity is spent in the classroom and in preparation for the classroom.

Curriculum and research planning account for averages of 2.1 to 10.0% of faculty time in the various schools and colleges. Time spent for thesis supervision ranges from 0.0 to 10.0%. Time spent for student advising takes from 3.4 to 10.8% and supervision of teaching associates and teaching assistants from 0.6 to 3.4 % of faculty time in the various schools and colleges. The faculty not included as teaching faculty tend to spend less time in all of these activities.

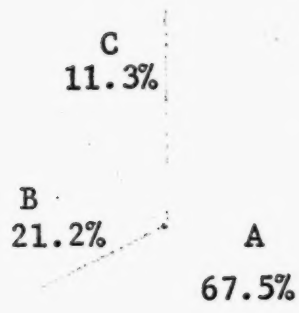
Table V shows that chairmanship of doctoral thesis committees takes more faculty time than any other activity connected with thesis supervision. According to information found on Table VI, the teaching faculty spend more time advising undergraduate students than graduate students. This is



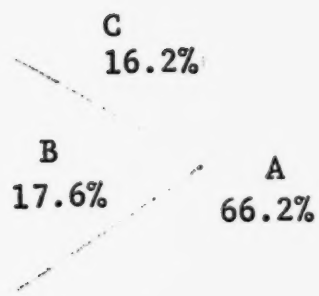
Instructor



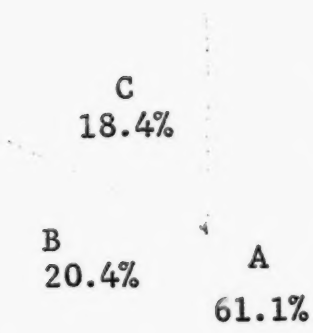
Sr. Instructor



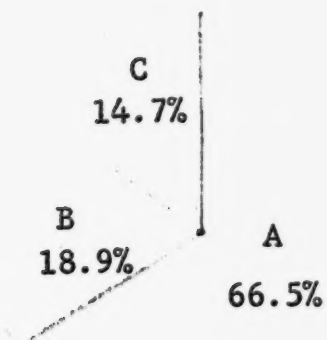
Assistant Professor



Associate Professor



Professor



Combined Ranks

Figure 7. Percentages of Time Spent in (A) Instructional Activity; (B) Research, Scholarly Writing and Creative Work; and (C) Other Professional Service, by Faculty Rank

TABLE IV

MEAN ESTIMATED PERCENTAGES OF TIME SPENT
FOR INSTRUCTIONAL ACTIVITIES

Faculty Group	Number	Direct Instructional Activity	Curriculum & Research Planning	Thesis Supervision	Student Advising	Supervision of Teaching Associates & Teaching Assistants	Total
Boulder Campus	(808)	(42.1)	(3.8)	(4.4)	(5.4)	(1.6)	(57.2)
Teaching Faculty	(586)	(50.2)	(4.0)	(4.6)	(5.9)	(1.7)	(66.5)
Architecture	10	52.2	9.9	0.1	3.2	1.5	66.9
Arts and Sciences	331	49.1	3.9	5.2	6.1	2.1	66.5
Business	36	49.5	4.0	3.7	6.1	0.6	63.8
Education	25	44.8	3.7	4.5	10.8	3.4	67.2
Engineering	91	51.7	5.1	4.9	5.4	0.8	67.8
Graduate School	2	21.0	10.0	10.0	4.5	1.5	47.0
Journalism	7	75.0	4.1	1.0	3.4	0.3	83.9
Law	12	50.8	3.6	0.0	6.5	0.0	60.9
Music	27	56.6	2.3	3.7	4.5	1.1	68.3
Pharmacy	7	64.3	3.4	0.7	5.9	3.1	77.4
Math	38	50.0	2.1	4.0	4.2	1.2	61.5
Other Faculty	(222)	(20.6)	(3.2)	(3.7)	(3.9)	(1.4)	(32.5)
Department Chairmen	34	22.9	3.9	5.3	5.5	1.0	38.6
Deans and Directors	41	16.8	5.5	3.3	5.8	0.9	32.1
Faculty with 50% or more time in sponsored research	23	18.9	0.9	3.6	3.1	0.8	27.2
Faculty with 50% or more time in "other" or total research	23	29.2	2.1	4.1	1.9	0.0	37.2
Faculty with 50% or more time in "other professional service"	16	20.6	3.5	2.7	3.7	1.8	32.2
Lecturers	17	37.0	2.3	6.1	1.4	1.7	48.5
Professors adjoint	7	5.0	1.0	7.5	1.9	0.0	15.3
Visiting professors	12	45.7	4.2	3.4	5.2	3.8	62.2
Research Associates	36	2.0	0.1	0.4	2.8	2.6	7.9
JILA faculty	8	29.6	3.5	4.7	2.9	1.9	42.6
BAVI faculty	5	29.0	18.0	5.4	6.6	0.0	59.0
Denver Center	71	56.0	3.1	1.1	8.0	1.2	69.4
Colorado Springs Center	28	50.0	4.2	1.1	9.6	1.0	65.7

TABLE V

MEAN ESTIMATED PERCENTAGES OF TIME SPENT FOR GRADUATE THESIS SUPERVISION

Faculty Group	Number	Master's Committee		Doctoral Committee	
		Chairman	Member	Chairman	Member
Boulder Campus	(808)	(1.0)	(0.6)	(1.9)	(0.8)
Teaching Faculty	(586)	(1.1)	(0.6)	(2.0)	(0.9)
Architecture	10	0.0	0.0	0.0	0.1
Arts and Sciences	331	1.2	0.6	2.4	1.0
Business	36	0.8	0.6	1.5	0.8
Education	25	0.7	0.4	2.1	1.3
Engineering	91	1.5	0.6	2.1	0.7
Graduate School	2	0.0	2.5	7.0	0.5
Journalism	7	0.0	1.0	0.0	0.0
Law	12	0.0	0.0	0.0	0.0
Music	27	0.2	0.9	0.9	1.7
Pharmacy	7	0.6	0.1	0.0	0.0
Math	38	1.1	0.3	1.5	1.1
Other Faculty	(222)	(0.7)	(0.5)	(1.7)	(0.7)
Department Chairmen	34	1.3	0.6	2.5	0.9
Deans and Directors	41	0.9	0.4	1.5	0.5
Faculty with 50% or more time in sponsored research	23	0.4	0.1	2.2	0.9
Faculty with 50% or more time in "other" or total research	23	1.2	0.2	2.4	0.3
Faculty with 50% or more time in "other professional service"	16	0.4	0.3	1.3	0.7
Lecturers	17	0.1	2.0	1.7	2.3
Professors adjoint	7	0.7	0.9	3.6	2.3
Visiting faculty	12	1.3	1.3	0.4	0.4
Research associates	36	0.0	0.0	0.4	0.0
JILA faculty	8	0.0	0.1	3.1	1.5
BAVI faculty	5	3.4	0.0	2.0	0.0
Denver Center	71	0.3	0.2	0.4	0.2
Colorado Springs Center	28	0.7	0.0	0.4	0.0

TABLE VI

MEAN ESTIMATED PERCENTAGES OF TIME SPENT FOR STUDENT ADVISING

Faculty Group	Number	Undergraduates	Graduates
Boulder Campus	(808)	(2.9)	(2.4)
Teaching Faculty	(586)	(3.4)	(2.5)
Architecture	10	3.2	0.0
Arts and Sciences	331	3.3	2.8
Business	36	4.3	1.8
Education	25	6.0	4.8
Engineering	91	3.6	1.8
Graduate School	2	0.0	4.5
Journalism	7	3.4	0.0
Law	12	0.6	5.9
Music	27	2.0	2.5
Pharmacy	7	3.9	2.0
Math	38	2.7	1.5
Other Faculty	(222)	(1.7)	(2.1)
Department Chairmen	34	3.2	2.3
Deans and Directors	41	3.4	2.4
Faculty with 50% or more time in sponsored research	23	0.2	2.9
Faculty with 50% or more time in "other" or total research	23	0.7	1.2
Faculty with 50% or more time in "other professional service"	16	2.3	1.4
Lecturers	17	1.1	0.3
Professors adjoint	7	0.0	1.9
Visiting faculty	12	1.9	3.3
Research associates	36	0.2	2.6
JILA faculty	8	0.3	2.6
BAVI faculty	5	5.2	1.4
Denver Center	71	5.9	2.1
Colorado Springs Center	28	5.9	3.7

reversed for some of the classifications of faculty not included in that category.

Percentages of time spent for instructional activity for each school and college according to faculty rank are summarized in Table VII.

The information shown on Tables VIII and IX indicates that about 5% of the time of those classified as teaching faculty is spent on sponsored research projects and about 14% on other research, scholarly writing and creative work. Even less time is spent at the Centers on both types of research activities. Faculty at professorial ranks spend more of their time in research than instructors do, but full professors do not spend more time in research than assistant professors. These relationships vary among the schools and colleges.

According to Tables X and XI, almost 5% of the time of the teaching faculty on the Boulder campus is spent in various University committee and council meetings. Another 2% is spent on other administrative duties and lesser amounts in professional organizations, public service and outside consultation. Almost 4% is spent on other activities that do not fit within the specified categories. Faculty of higher ranks tend to spend more time in administrative activities than those of lower ranks.

TABLE VII

MEAN ESTIMATED PERCENTAGES OF TIME SPENT FOR INSTRUCTIONAL ACTIVITY, BY RANK

Faculty Group	Number	Instr.	Sr. Instr.	Asst. Prof.	Assoc. Prof.	Prof.	Other	Combined Ranks
Boulder Campus	(808)	(77.0)	(76.6)	(64.2)	(60.1)	(53.0)	(20.5)	(57.2)
Teaching Faculty	(586)	(80.4)	(80.7)	(67.5)	(66.2)	(61.1)		(66.5)
Architecture	10	70.0		70.0	69.6	55.5		66.9
Arts and Sciences	331	80.9	95.0	68.3	66.4	60.0		66.5
Business	36			65.8	64.7	61.2		63.8
Education	25			69.4	68.9	62.1		67.2
Engineering	91	77.9	85.7	67.8	61.7	65.7		67.8
Graduate School	2					47.0		47.0
Journalism	7			80.7	83.0	89.5		83.9
Law	12			68.4	65.0	54.0		60.9
Music	27	81.8		65.5	74.3	49.8		68.3
Pharmacy	7			63.0	81.5	79.0		77.4
Math	38	92.0	63.5	61.5	55.9	63.0		61.5
Other Faculty	(222)	(49.6)	(48.0)	(41.3)	(32.7)	(36.4)	(20.5)	(32.5)
Department Chairmen	34			34.0	33.3	39.4		38.6
Deans and Directors	41	42.0		25.3	33.1	32.1		32.1
Faculty with 50% or more time in sponsored research	23			33.7	27.5	22.4		27.2
Faculty with 50% or more time in "other" or total research	23	40.0		39.4	34.7	35.2		37.2
Faculty with 50% or more time in "other professional service"	16		48.0	29.0	27.0	32.5		32.2
Lecturers	17						48.5	48.5
Professors adjoint	7						15.3	15.3
Visiting faculty	12			71.7	40.0	60.0		62.2
Research associates	36						7.9	7.9
JILA faculty	8			52.5	51.0	33.7	33.0	42.6
BAVI faculty	5	61.7			21.0	89.0		59.0
Denver Center	71	87.7	75.5	68.2	62.2	55.3	61.3	69.4
Colorado Springs Center	28	59.7		77.5	61.3	51.0	60.5	65.7

TABLE VIII

MEAN ESTIMATED PERCENTAGES OF TIME SPENT FOR RESEARCH, SCHOLARLY WRITING AND CREATIVE WORK

School/College	Number	Sponsored Research Projects	Other Research, Scholarly Writing and Creative Work	Total for Research
Boulder Campus	(808)	(11.5)	(13.3)	(24.8)
Teaching Faculty	(586)	(5.3)	(13.6)	(18.9)
Architecture	10	0.0	11.5	11.5
Arts and Sciences	331	5.9	13.9	19.8
Business	36	2.2	12.8	15.0
Education	25	2.7	9.6	12.3
Engineering	91	6.9	12.0	18.8
Graduate School	2	20.0	9.0	29.0
Journalism	7	1.7	6.7	8.4
Law	12	2.3	19.2	21.5
Music	27	1.5	11.6	13.1
Pharmacy	7	4.3	9.7	14.0
Mathematics	38	5.3	20.5	25.8
Other Faculty	(222)	(27.8)	(12.6)	(40.4)
Department Chairmen	34	2.9	10.9	13.8
Deans and Directors	41	6.0	8.0	14.0
Faculty with 50% or more time on sponsored research	23	64.3	1.8	66.0
Faculty with 50% or more time in "other" or total research	23	17.9	37.7	55.6
Faculty with 50% or more time in "other professional service"	16	4.5	3.6	8.1
Lecturers	17	24.5	19.1	43.6
Professors adjoint	7	57.1	0.7	57.9
Visiting Professors	12	5.0	25.8	30.8
Research Associates	36	75.7	11.9	87.6
JILA faculty	8	33.2	7.0	40.2
BAVI faculty	5	0.0	1.2	1.2
Denver Center	71	3.9	12.1	16.0
Colorado Springs Center	28	1.1	12.0	13.0

TABLE IX

MEAN ESTIMATED PERCENTAGES OF TIME SPENT FOR RESEARCH, SCHOLARLY WRITING AND CREATIVE WORK, BY RANK

Faculty Group	Number	Instr.	Sr. Instr.	Asst. Prof.	Assoc. Prof.	Prof.	Other	Combined Ranks
Boulder Campus	(808)	(12.2)	(5.3)	(23.5)	(20.2)	(21.9)	(71.6)	(24.8)
Teaching Faculty	(586)	(10.5)	(6.1)	(21.2)	(17.6)	(20.4)		(18.9)
Architecture	10	20.0		17.5	6.0	15.0		11.5
Arts and Sciences	331	9.7	1.0	20.9	19.8	22.4		19.8
Business	36			19.3	13.0	14.3		15.0
Education	25			13.2	9.0	15.4		12.3
Engineering	91	15.1	6.5	21.6	22.4	17.0		18.9
Graduate School	2					29.0		29.0
Journalism	7			10.7	5.0	8.5		8.4
Law	12			19.0	25.0	23.0		21.5
Music	27	7.2		20.5	5.7	23.0		13.1
Pharmacy	7			30.0	15.5	9.3		14.0
Math	38	0.0	8.0	28.3	29.5	22.0		25.8
Other Faculty	(222)	(25.4)	(0.0)	(39.1)	(31.9)	(25.0)	(71.6)	(40.4)
Department Chairmen	34			2.5	18.0	14.2		13.8
Deans and Directors	41	5.0		2.3	17.2	14.2		14.0
Faculty with 50% or more time in sponsored research	23			60.6	62.0	72.3		66.0
Faculty with 50% or more time in "other" or total research	23	57.7		55.0	59.0	53.6		55.6
Faculty with 50% or more time in "other professional service"	16		0.0	6.0	10.3	8.5		8.1
Lecturers	17						43.6	43.6
Professors adjoint	7						57.9	57.9
Visiting faculty	12			22.5	60.0	31.4		30.8
Research associates	36						87.6	87.6
JILA faculty	8			41.5	29.0	38.0	67.0	40.2
BAVI faculty	5	0.0			2.0	4.0		1.2
Denver Center	71	8.1	0.0	18.6	14.4	12.3	35.0	16.0
Colorado Springs Center	28	0.3		8.8	16.4	11.0	39.5	13.0

TABLE X

MEAN ESTIMATED PERCENTAGES OF
TIME SPENT FOR PROFESSIONAL SERVICE
OTHER THAN INSTRUCTIONAL ACTIVITY,
RESEARCH, SCHOLARLY WRITING AND CREATIVE WORK

Faculty Group	Number	Committees	Administration	Professional Organizations	Public Service	Consultation	Other	Total
Boulder Campus	(808)	(4.3)	(5.6)	(1.7)	(1.1)	(1.5)	(3.9)	(18.1)
Teaching Faculty	(586)	(4.6)	(2.2)	(1.6)	(1.1)	(1.7)	(3.5)	(14.7)
Architecture	10	6.0	4.6	1.0	2.4	5.1	2.5	21.6
Arts and Sciences	331	4.9	2.3	1.6	0.9	1.0	3.1	13.7
Business	36	4.5	2.1	2.0	2.2	5.3	5.2	21.2
Education	25	3.0	3.2	3.9	2.4	2.8	5.2	20.5
Engineering	91	3.5	2.0	1.1	0.7	1.8	4.2	13.4
Graduate School	2	2.5	0.0	6.5	1.0	2.5	11.5	24.0
Journalism	7	1.4	0.4	3.0	0.7	1.1	1.0	7.7
Law	12	6.5	1.4	0.3	4.1	2.1	3.3	17.6
Music	27	5.2	1.4	2.5	2.0	3.5	4.0	18.6
Pharmacy	7	2.0	2.3	0.7	2.0	1.6	0.0	8.6
Math	38	5.6	2.3	0.8	0.5	0.7	2.8	12.8
Other Faculty	(222)	(3.5)	(14.6)	(1.8)	(1.2)	(1.1)	(4.8)	(27.1)
Department Chairmen	34	7.8	33.1	2.9	0.9	0.9	2.1	47.6
Deans and Directors	41	5.4	37.8	2.8	2.9	1.9	3.2	53.9
Faculty with 50% or more time in sponsored research	23	2.9	0.5	1.3	0.3	1.3	0.6	6.8
Faculty with 50% or more time in "other" or total research	23	3.3	0.8	0.9	0.3	1.0	0.9	7.2
Faculty with 50% or more time in "other professional service"	16	2.4	22.0	4.3	3.4	2.8	24.7	59.7

TABLE X (cont'd)

MEAN ESTIMATED PERCENTAGES OF
TIME SPENT FOR PROFESSIONAL SERVICE
OTHER THAN INSTRUCTIONAL ACTIVITY,
RESEARCH, SCHOLARLY WRITING AND CREATIVE WORK

Faculty Group	Number	Committees	Administration	Professional Organizations	Public Service	Consultation	Other	Total
Lecturers	17	0.8	0.5	1.2	0.6	0.2	4.6	7.9
Professors Adjoint	7	0.7	0.0	4.1	3.9	0.0	18.1	26.9
Visiting Professors	12	0.6	0.0	1.3	0.4	0.4	4.2	6.9
Research Associates	36	0.1	2.7	0.0	0.3	0.1	1.3	4.5
JILA faculty	8	9.9	0.0	0.9	0.0	3.8	2.6	17.1
BAVI faculty	5	1.2	15.0	0.0	0.6	0.0	23.0	39.8
Denver Center	71	2.5	5.1	0.4	0.7	0.5	5.5	14.6
Colorado Springs Center	28	2.8	11.0	0.1	0.9	2.5	3.9	21.2

TABLE XI

MEAN ESTIMATED PERCENTAGES OF TIME SPENT FOR PROFESSIONAL SERVICE OTHER THAN INSTRUCTIONAL ACTIVITY, RESEARCH, SCHOLARLY WRITING AND CREATIVE WORK, BY RANK

Faculty Group	Number	Instr.	Sr. Instr.	Asst. Prof.	Assoc. Prof.	Prof.	Other	Combined Ranks
Boulder Campus	(808)	(10.9)	(18.0)	(12.4)	(19.7)	(25.0)	(7.9)	(18.1)
Teaching Faculty	(586)	(9.1)	(13.2)	(11.3)	(16.2)	(18.4)		(14.7)
Architecture	10	10.0		12.5	24.4	29.5		21.6
Arts and Sciences	331	9.4	4.0	10.8	13.9	17.6		13.7
Business	36			14.9	22.3	24.5		21.2
Education	25			17.3	22.1	22.4		20.5
Engineering	91	7.0	7.8	10.6	15.8	17.3		13.4
Graduate School	2					24.0		24.0
Journalism	7			8.7	12.0	2.0		7.7
Law	12			12.6	10.0	23.0		17.6
Music	27	11.0		14.0	20.0	27.2		18.6
Pharmacy	7			7.0	3.0	11.7		8.6
Math	38	8.0	28.5	10.1	14.6	15.0		12.8
Other Faculty	(222)	(25.0)	(52.0)	(19.6)	(35.5)	(38.6)	(7.9)	(27.1)
Department Chairmen	34			63.5	48.7	46.4		47.6
Deans and Directors	41	53.0		72.3	49.7	53.7		53.9
Faculty with 50% or more time in sponsored research	23			5.7	10.5	5.3		6.8
Faculty with 50% or more time in "other" or total research	23	2.3		5.6	6.3	11.1		7.2
Faculty with 50% or more time in "other professional service"	16		52.0	65.0	62.7	59.1		59.7
Lecturers	17						7.9	7.9
Professors adjoint	7						26.9	26.9
Visiting faculty	12			5.8	0.0	8.6		6.9
Research associates	36						4.5	4.5
JILA faculty	8			6.0	20.0	28.3	0.0	17.1
BAVI faculty	5	38.3			77.0	7.0		39.8
Denver Center	71	4.2	24.5	13.3	23.3	32.3	3.80	14.6
Colorado Springs Center	28	40.0		13.7	22.3	38.0	0.0	21.2

SECTION IV. COMPARISONS WITH 1961 FACULTY SERVICE REPORTS

Faculty service reports are collected annually and used for various purposes by different administrative offices. The last complete analysis of faculty load and distribution of faculty time was done by James I. Doi and Betty McMichael in a study called Faculty Workload, Fall 1961, University of Colorado. Some comparisons are made in this section between results of the study made in 1961 and the current one for 1967.

It should be pointed out that the two studies are not completely compatible for comparison purposes. The report form for fall 1961 includes curriculum research and planning in the category of "other professional service," while the 1967 form includes this under "instructional activity." This could make a difference of one or two per cent of total time spent in each of these two categories.

Classification of faculty for the two studies is similar, but not identical. Faculty spending most of their time on sponsored research projects are excluded from those classed as "teaching faculty" in both studies, but there may be a few more excluded from this group in the more recent study on the basis of spending at least 50% of their time in other research activities or administrative duties. These distinctions of faculty activity are not made for the Centers, but just for the faculty of the Boulder campus. No information was obtained in 1961 from the Colorado Springs Center, so no comparisons are made for it.

There were 144 more faculty reports turned in by full-time teaching faculty on the Boulder campus in 1967 than in 1961. Eighty-two of these are from the College of Arts and Sciences. Reports from the Denver Center faculty increased from 25 to 71. Decreases are found in the number of instructors and senior instructors on both of these campuses. The largest

increases are in numbers of assistant professors and full professors, with much smaller increases in numbers of associate professors.

The average number of hours per week of professional activity for all teaching faculty on the Boulder campus decreased by only six-tenths of one hour from 56.8 to 56.2 hours per week. Table XII shows that this average went up in some schools and colleges and down in others. It went down about three hours at the Denver Center. There tend to be smaller ranges of average hours per week reported in 1967 than in 1961, with fewer reports of work weeks in excess of seventy and eighty hours. According to information found on Table XIII, senior instructors and professors on the Boulder campus show some increase in time spent each week on professional activity, while the other ranks show a decrease. Instructors at the Denver Center show a marked decrease in hours per week spent in professional activity, while other ranks show increases.

Tables XIV and XV compare the mean percentages of time spent in the three main categories of professional activity in 1961 and 1967. The average percentage of time spent in instructional activity by teaching faculty on the Boulder campus remains the same as reported in 1961, while there is about a 3% increase in time spent in research activities and a corresponding 3% decrease in time spent in other professional service. Faculty at the Denver Center report some decrease in percentage of time spent in instructional activity and increases in both research and other professional service. The lower ranks report the largest increases in percentage of time spent for instruction. A slight decrease is indicated by full professors.

Tables XVI, XVII and XVIII give comparisons between 1961 and 1967 in the various sub-categories under instruction, research and other professional service.

TABLE XII

COMPARISON OF MEAN HOURS PER WEEK SPENT IN PROFESSIONAL ACTIVITY IN 1961 AND 1967

	Number of Teaching Faculty		Average Hours per Week of Professional Activity	
	1961	1967	1961	1967
Boulder Campus	442	586	56.8	56.2
Arts and Sciences	249	331	57.0	57.2
Business	40	36	57.0	55.2
Education	17	25	56.6	58.4
Engineering	94	91	56.9	55.6
Law	9	12	60.0	55.2
Music	22	27	53.8	54.3
Pharmacy	8	7	52.9	52.3
Denver Center	25	71	57.4	54.1

TABLE XIII

COMPARISON OF MEAN HOURS PER WEEK SPENT IN PROFESSIONAL ACTIVITY BY TEACHING FACULTY OF THE BOULDER CAMPUS, BY RANK, IN 1961 AND 1967

	Number of Teaching Faculty		Average Hours per Week of Professional Activity	
	1961	1967	1961	1967
Instructors	62	54	56.9	54.6
Senior Instructors	18	7	54.7	58.3
Assistant Professors	113	185	57.3	56.8
Associate Professors	123	141	57.2	55.0
Professors	126	189	56.1	56.8

TABLE XIV

COMPARISON OF DISTRIBUTION OF FACULTY TIME IN 1961 AND 1967

	Mean Percentage of Time Spent on					
	Instructional Activity		Research Scholarly Writing and Creative Work		Other Professional Service	
	1961	1967	1961	1967	1961	1967
BOULDER CAMPUS	66.5	66.5	16.1	18.9	17.4	14.7
Arts and Sciences	64.8	66.5	19.8	19.8	15.4	13.7
Business	65.0	63.8	12.1	15.0	22.9	21.2
Education	69.1	67.2	7.8	12.3	23.1	20.5
Engineering	72.9	67.8	9.7	18.8	17.4	13.4
Law	58.8	60.9	16.0	21.5	25.2	17.6
Music	59.1	68.3	17.1	13.1	23.8	18.6
Pharmacy	72.5	77.4	13.0	14.0	14.5	8.6
DENVER CENTER	77.8	69.4	11.4	16.0	10.8	14.6

TABLE XV

COMPARISON OF DISTRIBUTION OF TIME BY TEACHING FACULTY OF THE BOULDER CAMPUS, BY RANK, IN 1961 AND 1967

	Instructional Activity		Research, Scholarly Writing and Creative Work		Other Professional Service	
	1961	1967	1961	1967	1961	1967
Instructors	75.9	80.4	11.9	10.5	12.2	9.1
Senior Instructors	73.6	80.7	9.4	6.1	17.0	13.2
Assistant Professors	66.1	67.5	18.9	21.2	14.9	11.3
Associate Professors	65.7	66.2	15.4	17.6	18.9	16.2
Professors	62.0	61.1	17.2	20.4	20.8	18.4

TABLE XVI

COMPARISON OF MEAN PERCENTAGES OF TIME SPENT FOR INSTRUCTIONAL ACTIVITIES IN 1961 AND 1967

	Direct Instructional Activity		Curriculum & Research Planning		Thesis Supervision		Student Advising		Supervision of Teaching Associates & Teaching Assistants	
	1961	1967	1961	1967	1961	1967	1961	1967	1961	1967
BOULDER CAMPUS	57.8	50.2	1.4	4.0	3.1	4.6	4.4	5.9	1.2	1.7
Arts and Sciences	55.4	49.1	1.2	3.9	4.0	5.2	3.7	6.1	1.7	2.1
Business	57.2	49.5	1.6	4.0	1.0	3.7	5.8	6.1	1.0	0.6
Education	53.2	44.8	1.9	3.7	4.6	4.5	10.7	10.8	0.6	3.4
Engineering	67.4	51.7	1.9	5.1	1.7	4.9	3.5	5.4	0.3	0.8
Law	46.8	50.8	0.9	3.6	3.5	0.0	7.7	6.5	0.7	0.0
Music	53.5	56.6	1.0	2.3	1.4	3.7	3.6	4.5	0.6	1.1
Pharmacy	58.5	64.3	2.6	3.4	2.9	0.7	8.2	5.9	2.9	3.1
DENVER CENTER	68.5	56.0	0.6	3.1	0.4	1.1	6.8	8.0	2.1	1.2

TABLE XVII

COMPARISON OF MEAN PERCENTAGES OF TIME SPENT FOR RESEARCH, SCHOLARLY WRITING AND CREATIVE WORK IN 1961 AND 1967

	Sponsored Research		Other Research	
	1961	1967	1961	1967
BOULDER CAMPUS	2.8	5.3	13.3	13.6
Arts and Sciences	3.9	5.9	15.9	13.9
Business	0.3	2.2	11.8	12.8
Education	0.2	2.7	7.7	9.6
Engineering	2.2	6.9	7.5	12.0
Law	0.0	2.3	16.0	19.2
Music	0.0	1.5	17.1	11.6
Pharmacy	3.1	4.3	9.9	9.7
DENVER CENTER	1.9	3.9	9.5	12.1

TABLE XVIII

COMPARISON OF MEAN PERCENTAGES OF TIME SPENT FOR PROFESSIONAL SERVICE OTHER THAN DIRECT INSTRUCTIONAL ACTIVITY, RESEARCH, SCHOLARLY WRITING AND CREATIVE WORK IN 1961 AND 1967

	Dept. & College Admin.		Comm-ittees & Councils		Prof'l. Organ-izations		Public Service		Outside Consultation		Other	
	1961	1967	1961	1967	1961	1967	1961	1967	1961	1967	1961	1967
BOULDER CAMPUS	2.0	2.2	3.9	4.6	1.6	1.6	1.5	1.1	1.3	1.7	5.8	3.5
Arts and Sciences	1.9	2.3	3.7	4.9	1.4	1.6	1.4	0.9	0.6	1.0	5.2	3.1
Business	2.4	2.1	5.5	4.5	2.0	2.0	1.5	2.2	2.6	5.3	7.3	5.2
Education	5.5	3.2	2.9	3.0	2.0	3.9	1.8	2.4	1.7	2.8	7.3	5.2
Engineering	1.0	2.0	4.0	3.5	1.4	1.1	0.6	0.7	1.9	1.8	6.6	4.2
Law	3.8	1.4	4.6	6.5	3.3	0.3	5.0	4.1	1.8	2.1	5.7	3.3
Music	3.0	1.4	3.4	5.2	1.9	2.5	3.4	2.0	4.1	3.5	7.0	4.0
Pharmacy	0.0	2.3	4.4	2.0	1.8	0.7	3.2	2.0	0.9	1.6	1.6	0.0
DENVER CENTER	2.8	5.1	2.0	2.5	0.1	0.4	0.1	0.7	1.4	0.5	3.7	5.5

There is a definite trend indicated toward spending a larger percentage of time in supervision of theses, advising of graduate students and supervision of teaching associates and teaching assistants. This increase in time spent with graduate students is evident at the Denver Center as well as on the Boulder campus.

The percentage of time spent on sponsored research by teaching faculty on the Boulder campus increased from 2.8% to 5.3%, while time spent on non-sponsored research increased from 13.3% to 13.6%. Instructors show a smaller percentage of time for research in 1967 than in 1961, while other ranks show an increase. The faculty of Denver Center show an increase of 2 to 3% in percentage of time spent in both sponsored and non-sponsored research.

The teaching faculty at all ranks on the Boulder campus report a reduction in the percentage of time spent for activities other than instruction and research, but an increase in the category of committee and council meetings. Faculty spending 50% or more of their time in these other activities, as well as all department chairmen, directors of special programs and deans are excluded from this group. Denver Center faculty report an increase in percentages of time spent in the various administrative duties.

The increase in time spent in activities related to graduate instruction reflects the growth in both student enrollments and program emphasis at the graduate level of the University of Colorado.

APPENDIX

Form No. UC-DF-5

ANNUAL FACULTY REPORT

(1-3) (4-9)

Name | Rank/Title

Campus | School or College | Department

I. Courses Taught - Spring Semester 1966

	Campus	Department or Subject Field Abbreviation	Course Number	Section Number	Shared Course	Number of Students Enrolled
Regular						
Honorarium						

II. Courses Taught - Summer Session 1967

	Campus	Department or Subject Field Abbreviation	Course Number	Section Number	Shared Course	Number of Students Enrolled
Regular						
Honorarium						

III. Courses Taught - Fall Semester 1967-68

	Campus	Department or Subject Field Abbreviation	Course Number	Section Number	Shared Course	Number of Students Enrolled
Regular						
Honorarium						

IV. Instructional Activity For Year

		Number of Students	Number of Committees	Estimate of Percent of Time
A. Direct Instructional Activity. Include Preparation of lectures, grading, etc. as time spent in class meetings.				(10-11)
B. Curriculum and Research Planning				(12-13)
C. Graduate Thesis Supervision				
Masters	Chairman of Committee		(14-15)	(16-17)
Masters	Committee Member		(18-19)	(20-21)
Doctoral	Chairman of Committee		(22-23)	(24-25)
Doctoral	Committee Member		(26-27)	(28-29)
D. Student Advising				
1. Undergraduate Students		(30-31)		(32-33)
2. Graduate Students		(34-35)		(36-37)
E. Supervision of Teaching Associates and Teaching Assistants		(38-39)		(40-41)

V. Research, Scholarly Writing, & Creative Work

A. Sponsored Research Projects supported wholly or largely from non University funds	(42-43)
B. Other Research, Scholarly Writing and Creative Work	(44-45)

VI. Other Professional Service

A. Department, College, and University Committees and Councils	(46-47)
B. Department and College Administration	(48-49)
C. Professional Organizations (Service as Officer, Editor of Jounrals, etc.)	(50-51)
D. Public Service in Professional Capacity	(52-53)
E. Outside Consultation for Additional Remuneration (within 1-6th rule)	(54-55)
F. Other (Please Specify: Graduate Exams., Professional Reading, Etc. Do not include time devoted to obtaining an advanced degree)	
1.	(56-57)
2.	(58-59)
Estimates of Percent of Time Entered in Categories IV., V., and VI. Should Equal 100%	100.00

Estimate average hours per week of professional activity in the year (this should include everything under categories IV., V., and VI. (60-61)

Signature of Dean or Chairman of Department